

**Travel & Expense Account  
Transmittal Sheet**

**After Approval, Mail Receipts To**

OCIO Financial Mgmt Br-Acctng  
P.O. Box 1810  
Rancho Cordova, CA 95741-1810

Employee Name	WEATHERFORD, MARK
Expense Dates	12/15/09-12/16/09
Total Expense Amount	278.02
Amount Due Employee	278.02
Form ID	TEA000570725

**DIRECTIONS FOR SUBMISSION**

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

Date	Expense Item	Amount	If not submitted - Explain
1) 12/15	Lodging	40.00	
2) 12/16	Bridge Tolls	4.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

TRIP EXCEPTION(S)			
	Item	Exception	Response
1)	4:1	Travel was less than 50 miles from home/HQ. Has prior written approval been granted?	Yes

I have reviewed the following documents.

Approved  
by:



TERESA M TAKAI

# **Travel & Expense Account Summary**

Employee Name                      MARK WEATHERFORD  
Expense Dates                      12/15/09-12/16/09  
Report Name                        401/Dec09/Travel

Request Total \$        278.02  
Direct Charge Total -        0.00  
Travel Advances -        0.00  
Net Due Employee =    **278.02**

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Non-Travel Expenses	DMV Mtg	1.32
Regular Travel	Naval Academy	276.70

NOTE: (d)=Direct Charge

DATE	Tue Dec 15	Wed Dec 16								TOTAL
Mileage, Personal Auto	216.70									216.70
Lodging	40.00									40.00
Bridge Tolls		4.00								4.00
Breakfast		6.00								6.00
Lunch		10.00								10.00
TOTALS \$	256.70	20.00								276.70

DATE	Tue Dec 15									TOTAL
Mileage, Personal Auto	1.32									1.32
TOTALS \$	1.32									1.32

# **Travel & Expense Account Summary & Detail**

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	Naval	12/15/09	Mileage, Personal Auto	216.70	Cash
Regular Travel	Naval	12/15/09	Lodging	40.00	Corporate Card
Non-Travel Expenses	DMV Mtg	12/15/09	Mileage, Personal Auto	1.32	Cash
Regular Travel	Naval	12/16/09	Bridge Tolls	4.00	Cash
Regular Travel	Naval	12/16/09	Breakfast	6.00	Cash
Regular Travel	Naval	12/16/09	Lunch	10.00	Cash

**Travel & Expense Account  
Summary & Detail**

**Comments**

Subject	Comment
Mileage, Personal Auto on 12/15/09 for 2.42	Mileage was for travel from CIO HQ 1325 J Street to 2415 1st Ave, DMV



MONTEREY NPS  
1 UNIVERSITY CIRCLE, RM 118A  
MONTEREY, CA 93943

**Account:** 30470217830  
**Arrival:** 12/15/2009  
**Departure:** 12/16/2009  
**Rate:** \$40.00  
**Room:** A208

WEATHERFORD, MARK

1061 rouch ave  
MONTEREY, CA 93943

DATE	DESCRIPTION	COMMENT	CHARGE/PAYMENT	BALANCE
12/15/2009 740	VI PAYMENT	VI PAYMENT	\$-40.00	\$-40.00
12/15/2009 100	ROOM CHARGE	#A208 WEATHERFORD, MARK	\$40.00	\$0.00
<b>BALANCE DUE:</b>				<b>\$0.00</b>

**Signature:** \_\_\_\_\_  
I agree that my liability for this bill is not waived.

# **TOLL RECEIPT**

California Department of Transportation

CALTRANS - ATCAS  
Benicia-Martinez Toll Bridge

Thank You!!

12/16/09 21:06:58 LANE: 06 ID: 503  
CLASS: 12 \$ 4.00 CASH

# **Travel & Expense Account Transmittal Sheet**

## **After Approval, Mail Receipts To**

OCIO Financial Mgmt Br-Acctng  
P.O. Box 1810  
Rancho Cordova, CA 95741-1810



Employee Name	WEATHERFORD, MARK
Expense Dates	12/08/09-12/11/09
Total Expense Amount	152.68
Amount Due Employee	152.68
Form ID	TEA000570807

## **DIRECTIONS FOR SUBMISSION**

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

Date	Expense Item	Amount	If not submitted - Explain
1) 12/09	O/S Taxi Fare	11.00	
2) 12/09	O/S Taxi Fare	19.00	
3) 12/09	O/S Taxi Fare	29.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

CLAIM EXCEPTION(S)			
	Item	Exception	Response
1)	#A6 DPA required	Document of Prior Approval required for Out of State Travel.	Yes



**Travel & Expense Account  
Transmittal Sheet**

**TRIP EXCEPTION(S)**

	Item	Exception	Response
1)	4:1	Travel was less than 50 miles from home/HQ. Has prior written approval been granted?	Yes
2)	5:3b	Was prior approval granted for your attendance at the conference/convention?	Yes

I have reviewed the following documents.

Approved  
by:



TERESA M TAKAI



**Travel & Expense Account  
Transmittal Sheet**

**TRIP EXCEPTION(S)**

	Item	Exception	Response
1)	4:1	Travel was less than 50 miles from home/HQ. Has prior written approval been granted?	Yes
2)	5:3b	Was prior approval granted for your attendance at the conference/convention?	Yes

I have reviewed the following documents.

Approved  
by:

\_\_\_\_\_  
TERESA M TAKAI

## Travel & Expense Account Summary

Employee Name                      MARK WEATHERFORD  
Expense Dates                      12/08/09-12/11/09  
Report Name                        401/Dec09/WashD.C.

Request Total \$            152.68  
Direct Charge Total -       0.00  
Travel Advances -         0.00  
Net Due Employee =      **152.68**

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Non-State Sponsored Conference/Convention	Wash DC	152.68

NOTE: (d)=Direct Charge

DATE	Tue Dec 8	Wed Dec 9	Wed Dec 9	Wed Dec 9	Thu Dec 10	Fri Dec 11				TOTAL
O/ S Mileage Personal Auto	10.84					10.84				21.68
O/S Taxi Fare		11.00	19.00	29.00						59.00
O/S Breakfast		6.00								6.00
O/S Lunch		10.00			10.00	10.00				30.00
O/S Dinner		18.00			18.00					36.00
TOTALS \$	10.84	45.00	19.00	29.00	28.00	20.84				152.68

# **Travel & Expense Account Summary & Detail**

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Non-State Sponsored	Wash DC	12/08/09	O/S Mileage, Personal Auto	10.84	Cash
Non-State Sponsored	Wash DC	12/09/09	O/S Taxi Fare	11.00	Cash
Non-State Sponsored	Wash DC	12/09/09	O/S Taxi Fare	19.00	Cash
Non-State Sponsored	Wash DC	12/09/09	O/S Taxi Fare	29.00	Cash
Non-State Sponsored	Wash DC	12/09/09	O/S Breakfast	6.00	Cash
Non-State Sponsored	Wash DC	12/09/09	O/S Lunch	10.00	Cash
Non-State Sponsored	Wash DC	12/09/09	O/S Dinner	18.00	Cash
Non-State Sponsored	Wash DC	12/10/09	O/S Lunch	10.00	Cash
Non-State Sponsored	Wash DC	12/10/09	O/S Dinner	18.00	Cash
Non-State Sponsored	Wash DC	12/11/09	O/S Lunch	10.00	Cash
Non-State Sponsored	Wash DC	12/11/09	O/S Mileage, Personal Auto	10.84	Cash

TO: Natalia, OCIO Acctg

DC Trip, incidentals

+ meals + mileage to  
airport.

DATE 12/07/09 AMOUNT \$ 19.00

RECEIVED FROM \_\_\_\_\_

FROM Hart Senate Office Bldg, Wash DC

DESTINATION 1000 Wilson Blvd Arlington, VA

CAB # \_\_\_\_\_ DRIVER I.D. # \_\_\_\_\_

DRIVERS NAME \_\_\_\_\_

## TAXICAB RECEIPT



Time: 4:30 PM

Date: \_\_\_\_\_

Origin of trip: 1000 Wilson Blvd, Arlington, VA  
White House

Destination: 1600 Pennsylvania Ave, Wash DC

Fare: 11.00 Sign: \_\_\_\_\_

DATE 12/9/09 AMOUNT \$ 29.00

RECEIVED FROM \_\_\_\_\_

FROM Holiday Inn, Arlington VA

DESTINATION Hart Senate Office Bldg  
Washington, DC

CAB # \_\_\_\_\_ DRIVER I.D. # \_\_\_\_\_

DRIVERS NAME \_\_\_\_\_